

**MINUTES**  
**Regular Session**  
**THE DESIGN REVIEW BOARD**  
**TOWN OF CAMP VERDE COUNCIL CHAMBERS**  
**TUESDAY AUGUST 14, 2007**  
**3:00 PM**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Board motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion.

**1. Call to Order**

The meeting was called to order at 4:00 p.m.; the scheduled 3:00 p.m. meeting had been postponed until 4:00 p.m. at which time a quorum was then present.

**2. Roll Call**

Members Shirley Brinkman, Michael Hough, Paul Holguin, Steve Darby and Bob Burnside were present; Chairperson James Binick and Vice Chairperson Dugan McDonald were absent.

**Also Present:** Community Development Director Nancy Buckel and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Hough.

**4. Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. **Approval of Minutes:**

July 10, 2007 - Regular Session

b. **Set Next Meeting, Date and Time:**

September 11, 2007 – Regular Session

On a motion by Brinkman, seconded by Holguin, the Consent Agenda was unanimously approved as presented.

**5. Call to the Public for Items not on the Agenda**

There was no public input.

**6. Presentation, and Discussion and Possible Approval DRB 2007-009: submitted by Steve Ricci, agent for Rainbow Acres, owner of parcels 403-17-001A, -001G and -003 for the development of the second phase of the master plan for Rainbow Acres that includes 4 homes, 3 quad-plex apartments and a community center.**

A motion by Hough, seconded by Darby to approve DRB 2007-009 was withdrawn after a brief discussion.

On a motion by Holguin, seconded by Brinkman, the Board unanimously approved DRB 2007-009, with the stipulations that the lighting be done in accordance with Camp Verde Dark Sky Ordinance, lumens calculation not to exceed what is allowable for the site, and shielding as well, and also to assure that parking spaces are adequate for the site.

Community Development Director Buckel reviewed the subject project that has been approved through the Use Permit process to accommodate the addition to the Master Plan that had been approved earlier. The architectural theme used in the buildings already constructed on site will be continued. The site has been upgraded by replacing old mobiles and creating a showplace for the resident ranchers. The community center is a more modern structure and does not stand out as having a Western theme, other than through the use of natural materials and other common elements that were used on the residential buildings. Staff has noted that the parking count will be finalized at the time of issuing the building permit and zoning clearance; that will also determine the minimum requirement for the landscaping. The applicant has provided a color representation of the species of landscaping plants to be used; Buckel commented that it will be used in the office as a good example of types of vegetation to use in landscaping in this area. The lumens calculation will also have to be verified at the time of issuing the building permit. Screening for the heating and air conditioning has not been indicated, and it appears that no signage will be added to what is already in place. Natural perimeter landscaping will serve as a buffer surrounding the residential development.

Larry Wolfe, architect, appeared on behalf of Rainbow Acres, and verified that the highest point of the building was 30 feet, instead of 40 feet as indicated in error on the staff report. Mr. Wolfe also explained that the mechanical units will be located on the lower roof area and screened from view by reason of that location. Responding to a question regarding some outstanding issues, such as parking and lighting, Buckel suggested that those concerns might be included as stipulations in a motion for approval.

**7. Presentation, Discussion and Possible Approval of DRB 2007-10: submitted by Stephen M. Austin, owner of parcel 404-02-025F, for the expansion of Retail/Sales Business Building to add floor space and warehousing located 851 Howard's Road and zoned C3-4.**

On a motion by Darby, seconded by Burnside, the Board unanimously approved DRB 2007-10, parcel 404-02-025F for expansion of retail/sales business building to add floor space and warehousing located 851 Howard's Road and zoned C3-4; with the stipulation that the metal addition height of the roof not exceed the existing pitched portion height on the existing building; and that a screen wall the width of 6 feet stuccoed and painted to match the existing building and scalloped at the top going towards the existing building be put in place in a location referencing the plan where the dotted line comes across on the existing building.

Buckel said that the application is for expansion of an existing building and existing business located on Howard's Road. Normally such a project would be handled through administrative review; however, the project amounts to more than 25 percent of the existing building and therefore requires review by the Board. Buckel explained that the applicant plans to add a metal building extension to the back of his business for warehousing and display as shown on the site plan he has provided, together with the planned colors to be used. The building will have a Western character appearance for the front, and the parking area will be delineated later to include an ADA parking space. Buckel also reviewed the mechanical components location and screening, light fixtures, existing sign design with no additional signage, and the setbacks.

Stephen Austin, owner, discussed with Buckel the requirement for ADA parking,

explaining that the architect had told him that would not be necessary; Buckel will clarify that issue for Mr. Austin with the Building Official. The Board then discussed in detail with Mr. Austin the issues of landscaping and how the roof lines would match, and in particular how the transition from the existing building into the metal extension will be accomplished. The discussion included suggestions from the members for adding features to blend the two units and create an attractive appearance.

**8. Board Informational Reports:**

**Brinkman** said there has been some criticism on the Council level regarding the way the Board members are doing their job, and that one of the problems was in connection with the project involving approval of Building C and the part that backs up to Basha's. *Buckel briefly outlined the plans for submitting quarterly reports to the Council, including a dialog with a representative from each Commission or Board; she suggested including an agenda item for further discussion of the Code and review of the criteria for making decisions.*

There were no other Board informational reports.

**9. Staff Report**

Buckel said that there is already one agenda item for the September meeting, and she will add to the agenda an item to discuss the issues raised during Brinkman's report and concern expressed by the members.

**10. Adjournment**

On a motion by Holguin, seconded by Darby, the meeting was adjourned at 4:55 p.m.

(for)   
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James Binick, Chairperson  
  
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Nancy Buckel, Community Development Director

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 14th day of August 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 14<sup>th</sup> day of Sept., 2007.

  
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Margaret Harper, Recording Secretary